

**MINUTES OF THE MEETING OF THE
ROWAN COUNTY BOARD OF COMMISSIONERS**

October 1, 2012 – 3:00 PM

J. NEWTON COHEN, SR. ROOM

J. NEWTON COHEN, SR. ROWAN COUNTY ADMINISTRATION BUILDING
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Present: Chad Mitchell, Chairman
Carl Ford, Vice-Chairman
Jon Barber, Member
Raymond Coltrain, Member
Jim Sides, Member

County Manager Gary Page, Clerk to the Board Carolyn Athey, County Attorney Jay Dees and Finance Director Leslie Heidrick were present.

Chairman Mitchell convened the meeting at 3:00 p.m.

Commissioner Ford provided the Invocation and also led the Pledge of Allegiance.

CONSIDER APPROVAL OF THE MINUTES

Commissioner Barber moved, Commissioner Sides seconded and the vote to approve the minutes of the September 17, 2012 Commission Meeting passed unanimously.

CONSIDER ADDITIONS TO THE AGENDA

Commissioner Sides requested to add a discussion regarding the Recycling Program mentioned by Sheriff Auten at the last Commission Meeting. The motion was seconded by Commissioner Ford and passed unanimously.

Chairman Mitchell added the issue as agenda item #5.3.

CONSIDER DELETIONS FROM THE AGENDA

- Commissioner Sides requested to move Consent Agenda item C (Approval of Language Access Plan and Authorization for Chairman to Sign Language Access Plan) to the regular agenda for discussion.

Chairman Mitchell placed the issue on the agenda as item #5.1.

- Commissioner Barber requested to move Consent Agenda Item D (Proclamation for Fire Prevention Week October 7-13, 2012) to the regular agenda for discussion.

Chairman Mitchell placed the issue on the agenda as item #5.2.

CONSIDER APPROVAL OF THE AGENDA

Commissioner Barber moved, Commissioner Coltrain seconded and the vote to approve the agenda passed unanimously.

1. CONSIDER APPROVAL OF CONSENT AGENDA

Commissioner Barber moved approval of the Consent Agenda, less items C and D, which were pulled for discussion. The motion was seconded by Commissioner Coltrain and passed unanimously.

The Consent Agenda consisted of the following:

- A. Letter for Woodleaf Volunteer Fire Department for Lease Purchase Agreement
- B. Purchase Four (4) Vehicles for Sheriff's Office
- C. Approval of Language Access Plan and Authorization for Chairman to Sign Language Access Plan (pulled for discussion)
- D. Proclamation for Fire Prevention Week October 7-13, 2012 (pulled for discussion)

2. PUBLIC COMMENT PERIOD

Chairman Mitchell opened the Public Comment Period to entertain comments from any citizens wishing to address the Board. The following individuals came forward:

- Larry Wright talked about how he felt there should be change with the Board of Education through the election process in November.

With no one else wishing to address the Board, Chairman Mitchell closed the Public Comment Period.

3. PUBLIC HEARING FOR Z 05-12

Planner Andrew Goodall provided a power point presentation as he discussed the case for Z 05-12. Mr. Goodall reported that Ellis Cross Country Volunteer Fire Department (VFD) purchased tax parcel 308 0300001 on October 1, 2004 to provide additional storage space, parking and possible expansion of the fire station located at 3420 Old Mocksville Road. At the time, eight (8) mobile homes were located on the property. Currently there is only one (1) unlivable mobile home left on the property, which the fire department is considering using for training exercises or removing. Mr. Goodall said since the parcel would no longer be used as a manufactured home park, the applicant requested that the

zoning be changed to Rural Agricultural (RA), which was the primary zoning district in the area.

Mr. Goodall said Staff recommended approval of the request.

Mr. Goodall said the Planning Board considered the matter on August 27, 2012 and no one spoke in opposition to the request.

Mr. Goodall said the Planning Board voted unanimously to recommend approval of the request and also adopted the following statement of consistency: This property is within Area Two in the Western Land Use Plan and complies with the intent for medium density residential development. It also falls within the mixed use development allowed by the RA zoning conditions. The change from MHP zoning to the requested RA change would be consistent with the current surrounding zoning.

Chairman Mitchell opened the public hearing to receive citizen input regarding Z 05-12 and the following came forward:

- Jim Sain, a member of the Board of Directors for Ellis VFD, said he was present to answer any questions the Board might have.

With no one else wishing to address the Board, Chairman Mitchell closed the public hearing.

Commissioner Barber moved, Commissioner Ford seconded and the vote to adopt the Statement of Consistency as submitted by the Planning Board passed unanimously.

Commissioner Barber moved to approve Z 05-12. The motion was seconded by Commissioner Sides and carried unanimously.

4. CONSIDER RECOMMENDATION TO PURCHASE NOVUSOLUTIONS AGENDA MANAGEMENT SOFTWARE

Information Systems Director David Boling said the Board had approved \$32,000 in the 2012-13 budget for implementation of an agenda management/paperless agenda system. Mr. Boling said he and Clerk to the Board, Carolyn Athey, had participated in software presentations by Laserfiche and Novusolutions. Mr. Boling felt Novusolutions provided the better product based on price, features and expandability. Mr. Boling said he had also negotiated that once the contract was signed the product would be installed, setup, tested, users trained and a couple of meetings conducted before payment is made.

Mr. Boling reviewed the proposals and highlighted the possible cost savings for the County by using a paperless agenda.

Mr. Boling recommended Novusolutions as the best solution for Rowan County.

Commissioner Sides said he appreciated the information in the agenda packet and he expressed hope the County would be using the software by the first of the year. Commissioner Sides felt the greatest feature was the additional level of transparency and making information available for the public.

Chairman Mitchell referred to the installation options on page 5 and he asked who would host the software. Mr. Boling said the County would host it internally.

In response to a query from Chairman Mitchell, Mr. Boling said the software maintenance would be \$3,950 each year. Chairman Mitchell noted the training costs and instructed Mr. Boling to make sure that training could be done by staff after the initial training period had ended.

Chairman Mitchell said he would like for the Board to have a “dry run” for the first meeting in January.

Commissioner Coltrain questioned using equipment for private use and Mr. Boling said the County had policies in place; however, individuals were expected to take responsibility for how they used technology and those individuals were liable for any inappropriate use.

Commissioner Barber said while the County would definitely incur savings from the new software, he felt the biggest benefit was the accessibility.

Commissioner Ford thanked Mr. Boling for his work on the project and agreed the biggest advantage was making information available to the public.

Commissioner Barber moved, Commissioner Sides seconded and the vote to approve the software purchase as requested passed unanimously.

5. CONSIDER BID AWARD FOR PROJECT SMILE

County Manager Gary Page explained that in July 2012, the Rowan County Health Department received bids for new dental equipment and renovations to existing offices. The low bid for equipment was received from Henry Schein in the amount of \$149,363.38. Mr. Page said the bid had been negotiated down approximately \$27,500 in order to come within the original estimated project cost. The low bid for renovations was received from KMD Construction, Salisbury, NC in the amount of \$113,002 without alternates. Mr. Page reported that no alternates had been recommended in order to come within the original estimated project cost. Mr. Page said \$4,000 was included in the project cost for the installation of an outside power supply to support a mobile Dental Office while renovations are under construction. \$3,634.42 was requested for a contingency. Mr. Page said the total cost of the project was \$270,000.

Mr. Page said the project would be funded with a Robertson foundation grant of \$50,000, a Cannon Foundation grant of \$75,000, and an appropriation of \$145,000 from the Rowan County Health Department Medicaid Escrow Fund for a total of \$270,000.

Mr. Page said the project was titled Project Smile and provided dental care for indigent clients in Rowan County. The project was estimated to take 4-6 weeks to complete and during the down time of renovations, the Health Department staff had secured the free use of a Mobile Dental Office loaned from Cabarrus County. This mobile facility would be located in the Health Department parking lot. The temporary arrangement would allow citizens continued access to service without interruption.

Commissioner Sides moved to approve the bid award to Henry Schein and KMD Construction. The motion was seconded by Commissioner Barber.

Commissioner Barber said there were a lot of citizens in need of dental care and he recalled a prior discussion by the Board regarding dental care through the use of a NACo dental discount card program. Commissioner Barber said while there was a cost for staff to look into and implement the program, the program would be free to the citizens. Commissioner Barber said staff was supposed to look into the NACo program, as well as another dental program and advise the Board. Commissioner Barber questioned the status of the inquiries.

County Manager Gary Page said he had taken the two (2) plans mentioned and asked the Human Resources Director to evaluate the programs. Mr. Page said the Director had prepared a recommendation, which would be brought before the Board on October 15, 2012.

Upon being put to a vote, the motion on the floor passed unanimously.

ADDITIONS

Approval of Language Access Plan and Authorization for Chairman to Sign Language Access Plan (This item was pulled from the Consent Agenda)

Planning & Development Director Ed Muire said the Language Access Plan was to establish a policy as to how staff would provide services or assistance to non-English speaking citizens as related to the Community Development Block Grant (CDBG). Mr. Muire said no public hearing was required and the Board was asked to authorize the Chairman to sign the document.

Mr. Muire said the County's housing programs had been administered by Hobbs, Upchurch and Associates (HUA) in the past. Mr. Muire said the staff member who administered the County's program had left employment with HUA. Mr. Muire said no work had commenced with the program for the past 2 to 3 weeks.

Mr. Muire said unfortunately, HUA Staff had indicated they would not be able to carry the process forward. Mr. Muire said Staff had put out an RFQ last week to five (5) firms and three (3) responses from qualified firms were received back today. Mr. Muire said the staff recommendation was to:

- Utilize Carolina Government Services (CGS) to complete the aforementioned housing programs.
- Authorize the County Manager to negotiate a contract with CGS to include signatures of the Chair and/or Finance Director as necessary

Mr. Muire informed the Board that CGS was the project team that had left HUA.

Commissioner Sides moved to authorize the Chairman to sign the Language Access Plan, utilize CGS to complete the housing programs and to authorize the County Manager to negotiate a contract with CGS. Commissioner Coltrain seconded and the motion passed unanimously.

5.2 Proclamation for Fire Prevention Week October 7-13, 2012

Commissioner Barber said the Proclamation before the Board was to encourage the citizens to take responsibility for the lives of friends and family in the event of a fire. Commissioner Barber read the Proclamation, which was ultimately changed as follows:

WHEREAS, the County of Rowan is committed to ensuring the safety and security of all those working in, living in, and visiting our county; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, roughly 3,000 people die as a result of home fires and burns, more than 200,000 individuals are seen in the nation's emergency rooms for burn injuries; and

WHEREAS, thermal burns outnumber scalds nearly two-to-one, but for children ages five and under, scalds outnumber burns roughly two-to-one; and

WHEREAS, cooking is the leading cause of home fires and home fire injuries, while heating equipment and smoking are the leading causes of home fire deaths; and

WHEREAS, Rowan County's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Rowan's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, the 2012 Fire Prevention Week theme, "Have 2 Ways Out" focuses on the importance of fire escape planning and practice.

NOW, THEREFORE BE IT PROCLAIMED that the Rowan County Board of Commissioners, does hereby proclaim October 7-13, 2012 as Fire Prevention Week throughout this county, and

urges all the people of Rowan County to protect their homes and families by heeding important safety messages, supporting the public safety activities and efforts of the emergency services agencies in the County.

Commissioner Sides moved to approve the proclamation. The motion was seconded by Commissioner Barber and passed unanimously.

Recycling Program

Commissioner Sides reminded everyone of the special fall recycling event scheduled for October 3, 2012 as discussed by Sheriff Kevin during the September 17, 2012 Commission Meeting.

6. CONSIDER APPROVAL OF BUDGET AMENDMENTS

Finance Director Leslie Heidrick presented the following budget amendments for the Board's consideration:

- Finance – Budget for Health Department Smile Center - \$270,000
- Library – Additional revenue for gifts. The gifts fund will be used to purchase books for the three (3) library locations - \$16,013
- Sheriff – Donation from private donor and budget to capital asset account to allow for purchase of in-car cameras - \$26,268.50
- Finance – Reduce reserve budgeted for Child Adoption Funds. \$20,000 was appropriated in original budget and also on budget amendment 41.

Commissioner Coltrain moved approval of the budget amendments as presented. The motion was seconded by Commissioner Barber and passed unanimously.

7. CONSIDER APPROVAL OF BOARD APPOINTMENTS

CARDINAL INNOVATIONS HEALTHCARE SOLUTIONS COMMUNITY OVERSIGHT BOARD

There is one (1) vacancy for a representative of a family member of a person with mental illness, addiction or intellectual/developmental disabilities and the following application has been submitted for consideration:

- William Roosevelt McCubbins

Commissioner Sides nominated William McCubbins and the nomination passed unanimously.

There is one (1) vacancy for a community stakeholder and the following applications have been submitted for consideration:

- William Horst Beilfuss
- John P. Burke

Commissioner Coltrain said both applicants had served successfully on the PBH Board. Commissioner Coltrain nominated William Beilfuss and the nomination passed unanimously.

Chairman Mitchell said Commissioner Coltrain had served as the Commission appointee for PBH and he had inquired as to Commissioner Coltrain's desire to serve on the new Cardinal Innovations Healthcare Solutions Community Oversight Board. Commissioner Coltrain said he would continue to serve until his term on the Board of Commissioners ended.

Chairman Mitchell nominated Commissioner Coltrain and the nomination passed unanimously.

There are no term limits set forth to date. Each Community Oversight Board will establish its own bylaws based on local needs, but in compliance with standardized requirements established by the Governing Board for quorums, frequency of meetings, elections of officers, duties of members, committees and committee appointments and attendance standards. Such bylaws are subject to the approval of the Governing Board.

ROWAN COUNTY JUVENILE CRIME PREVENTION COUNCIL

- Robert Lee Lippard has submitted an application for reappointment as the United Way representative. As directed by the Board of Commissioners during regular session on September 4, 2012, this position was posted and no other applications were received.

The term would be for two (2) years beginning October 1, 2012 and expiring June 30, 2014.

Commissioner Coltrain nominated Robert Lippard and the nomination carried 3-2 with Commissioners Ford and Sides dissenting.

ZONING BOARD OF ADJUSTMENTS

- Rod Goins term expired September 30, 2012. The vacancy has been posted and no applications have been received to date. This creates two (2) vacancies for at large members.
- Elizabeth Clair Cox has submitted an application for reappointment. Ms. Cox currently serves as an alternate.

The term would be for three (3) years beginning November 1, 2012 and expiring October 31, 2015.

Commissioner Sides nominated Elizabeth Cox to fill an at large position and the nomination passed unanimously.

LOCAL EMERGENCY PLANNING COMMITTEE

- Alan Lyerly has submitted an application to replace Rick Parker as the local hospital representative.

There are no term limits for this board.

Commissioner Sides nominated Alan Lyerly and the nomination passed unanimously.

CHARLOTTE REGIONAL PARTNERSHIP BOARD

Chairman Mitchell said the Charlotte Regional Partnership (CRP) had welcomed Rowan County back without any requirements to pay the previous year's membership fee. The CRP was seeking the appointment, or reappointment, of a representative to the CRP.

- E. Hayes Smith has submitted an application for reappointment.

The term would be for one (1) year beginning October 1, 2012 and expiring June 30, 2013.

Commissioner Coltrain nominated Hayes Smith for reappointment.

Commissioner Sides found it interesting the Board had received a letter from Economic Development Director Robert Van Geons stating the CRP welcomed Rowan County back into its membership. Commissioner Sides questioned when the action took place. Commissioner Sides said the Board had voted to withdraw from the CRP during budget sessions since the CRP was requiring the County to pay membership fees from last year.

Chairman Mitchell said the only information he had on the issue was the County had received a request to appoint a board member to the CRP. Chairman Mitchell said he had contacted Mr. Van Geons to advise the County was not going to appoint anyone to serve unless the CRP had decided the County did not owe back dues.

Commissioner Sides said he would accept the appointment; however, he felt the contribution should be cut for the last three (3) months if the County had not been a member and not been notified of its acceptance back into the CRP.

Chairman Mitchell instructed the County Manager to inquire of Mr. Van Geons as to when the CRP accepted the County back and whether the CRP stopped services during that time.

Commissioner Sides moved to hold off on the appointment until the next meeting. The motion was seconded by Commissioner Ford.

Chairman Mitchell commented that Mr. Smith would continue to serve on the CRP until the Board officially made an appointment and the Board would not go without representation.

The motion to delay a decision for two (2) weeks passed 3-2 with Commissioners Coltrain and Barber dissenting.

BOARD VACANCIES ARE AS FOLLOWS:

Adult Care Home Advisory Board, Nursing Home Advisory Board, Personnel Commission, Industrial Facilities and Pollution Control Finance Board, Zoning Board of Adjustments, Historic Landmarks Commission, Cleveland Community Volunteer Fire Department Fire Commission, and Juvenile Crime Prevention Council for a Youth 18 or under.

UPCOMING BOARD APPOINTMENTS ARE AS FOLLOWS:

Rescue Squad Board (Commissioner Appointment), Board of Public Health (General Public Appointee, Registered Nurse, and Optometrist), Parks and Recreation Commission (Commissioner Appointment and five [5] At Large), Planning Board (two [2] At Large), Salisbury-Rowan Economic Development Commission (County Appointment), Rowan Public Library Board (five [5] At Large), Home and Community Care Block Grant Committee (At Large), Tourism Development Authority (Commissioner Appointment), all Rowan County VFD Board of Trustees, and West Rowan VFD Fire Commissioners.

8. ADJOURNMENT

There being no further business to come before the Board, Commissioner Barber moved to adjourn at 3:47 p.m. The motion was seconded by Commissioner Ford and passed unanimously.

Respectfully Submitted,

Carolyn Athey, CMC, NCCCC
Clerk to the Board/
Assistant to the County Manager